

Chief, Management Staff

21 December 1956

Chief, Records Management Staff

Weekly Report - Week Ending 19 December 1956

1. Contributions

- a. Completed 19 new and revised forms. Consolidated two forms used by the Management Staff which will eliminate the need for preparing a separate form for completed projects.
- b. Assisted the Biographic Register in transferring one hundred fifty thousand punch cards to the Records Center, and destroyed in the office forty thousand punch cards. This has resulted in emptying eight 10 drawer safe cabinets. An additional three hundred thousand punch cards will be transferred to the center.
- c. Evaluated and transferred five employees' suggestions to the Awards Committee.

2. General News

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- a. [REDACTED] of the Records Center has been selected as the new Area Records Officer, OTR.
- b. A significant increase in receipt of inactive records in the Center took place this week.

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*12/21/56*